

Casual School Leaving Request Message

Hey [Teacher/Admin Name],

Hope you're doing great! I wanted to reach out about getting my school leaving certificate sorted out.

My family and I are moving to [City Name] next month, so I'll need to wrap things up here at [School Name].

I've really loved my time here - the teachers have been amazing and I've made some great friends.

It's definitely not easy leaving, but sometimes life takes you in different directions!

When would be a good time to come by and get the paperwork started? I'm pretty flexible and can work around whatever schedule works best for the office. Just want to make sure I have everything ready for enrolling at my new school.

Let me know what I need to bring or if there are any forms to fill out beforehand.

Thanks a bunch!

[Student Name]

[Class/Grade]

[Phone/Email]

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